

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-349

OPENING DATE: 23 November 2007

CLOSING DATE: 27 December 2007

ANTICIPATED FILL DATE: 20 Jan 08

POSITION TITLE AND NUMBER

Office Automation Clerk
PDCN 70027000, MD#: -1228-405

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-ASO
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-0326-04 \$26,608.00 - \$34,586.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have three months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required three months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect three months of specialized experience)* that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621/4136 ext. 6172/6431.

1. Knowledge of and the ability to operate office word processors and the applicable software.
2. Skill in operating an electric typewriter with typing speed of 35 wpm.
3. Knowledge of grammar, spelling and punctuation.
4. Ability to extract and compile data.
5. Knowledge of agency format and procedures for preparing correspondence, reports, files, records, mail handling, etc.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina National Guard (NCNG). NCNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

Announcement No ARNGT 07-349 (Cont)

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in a unit supported by the facility in the NCARNG is mandatory. (ENL: CMF 42, 74, 92, MOS: 91A/W; AFSC: 3A0XX, 4A0XX)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Utilizes word processing equipment to prepare a variety of correspondence, forms, and records (e.g., letters and endorsements; regulations and standard operating procedures (SOPS); travel orders and vouchers; requests for supplies, materials or services; narrative and tabular reports; etc.). Assures that typed material is in correct format and is accurate with respect to spelling, punctuation, capitalization, grammar, etc. Compiles statistical data for reports, charts, or records by extracting data from documents or files. Computes or verifies accuracy of computations. Establishes and maintains office files and reference library. Maintains and updates a variety of records (e.g., time and attendance, employee, office equipment, supply requests, travel records, etc.). Sorts incoming mail and distributes to appropriate offices or sections. Composes replies to routine inquiries. Assures classified mail is processed in accordance with applicable regulations. Answers telephone; provides general information from files, records, and knowledge of the organization; and refers calls to appropriate personnel. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

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